



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

February 02, 2020

Office Order No.:31-2020

For the greater interest of the Company, the following employees are hereby transferred as under:

Sl.	Name, Desig. & ID No.	Present Dept./Office	Transferred to	Remarks
01	Ms. Meherun Nesa (1091), Junior Officer	Cash Section, Tetul Jhora Org. Office, Dhaka Zone-04.	Cash Section, Uttarpara (Adamjee Nagar) Org. Office, Dhaka Zone-18	
02	Mr. Md. Bellal Hossain Junior Officer, (1973), (IT)	IT Dept., Keranihat Org. Office, Chattogram Zone-06	Cash Section, Tetul Jhora Org. Office, Dhaka Zone-04.	
03	Mr. Raton Kumar Tarua (2519), Assistant Officer(Cashier Cum computer Operator)	Cash Section, Uttarpara (Adamjee Nagar) Org. Office, Dhaka Zone-18	Cash Section, Dhaka Zone-07	
04	Mr. Mohammad Didrul Alam (2669), Assistant Officer(Cashier Cum Compuer Operator)	Cash Section, Banskhali Org. Office, Mukto Bima prokalpo	Cash Section, Lalpur Bazar Agency Office, Baria Zone.	

Mr. Raton Kumar Tarua shall handover the overall charges to Ms. Meherun Nesa after taking over the charges Ms. Meherun Nesa shall handover the overall charges to Mr. Md. Bellal Hossain.

Mr. Mohammad Didrul Alam shall handover the overall charges to Mr. Md. Shahjaman Shiraji (0937), Joint Assistant Vice President, Accounts Dept., Mukto Bima Prokalpo, Head Office, Dhaka.

Above all handing and taking over of charges be made in presence of Internal Auditor.

Before handing and taking over of overall charges, the EVP & Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 09-02-2020.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 06-02-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder

Senior Vice President

Administration Department.

- Copy forwarded to: Above 04 (Four) employees.

C.C. to:

1. The Chief Executive Officer for kind information.
2. The DMD & CFO.
3. The DMD & CS.
4. The SEVP & Incharge, Administration Dept.
5. The EVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per office order.
6. The SVP, Finance & Accounts Dept.,
7. Master file.
8. Office Order file.
9. Personal file.

1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01.
2. The SEVP (PRT) & PD, Urban Bima Division & Mukto Bima Prokalpo.
3. The SEVP (PRT) & Incharge, Dhaka Corp. Zone-04.
4. The SEVP (PRT) & Incharge, Dhaka Zone-07.
5. The EVP (PRT) & Incharge, Chattogram Zone-06.
6. The EVP (PRT) & Incharge, B. Baria Zone-01.
7. The EVP (PRT) & Incharge, Dhaka Zone-18
8. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন



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আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : রাজ ভবন (৭ম তলা), ২৯ দিলকুশা বাণিজ্যিক এলাকা, ঢাকা-১০০০, ফোন : ৪৭১১২৪৮৮, ৯৫৫৪৫৩৮, ৯৫৭৬৪০৪
ফ্যাক্স : ৮৮-০১-৯৫৬৪৭৯০ ই-মেইল : ceo@primelifebd.com, nililbd@gmail.com, web : www.primelamilifebd.com